

**RESTART EVANSVILLE POST PANDEMIC (REPP)**

**LOAN PROGRAM**

**DEPARTMENT OF METROPOLITAN DEVELOPMENT**

**CITY OF EVANSVILLE, INDIANA**

**FISCAL YEAR 2020**

**SECTION ONE: PROGRAM OVERVIEW**

In response to the COVID-19pandemic, the City of Evansville offers the **Restart Evansville Post Pandemic (REPP)** Loan Programto directly provide streamlined assistance to small businesses located within the City who have been negatively impacted by the unprecedented Coronavirus hitting our City and Nation in the spring of 2020.

Businesses may request up to $5,000 to help offset costs to re-establish normal business hours and operations following the mandated Stay-At-Home Order issued by the Governor which drastically limited commerce and travel in the State to protect the health and well-being of all Hoosiers.

**Boundaries**:

Priority is given, but not limited, to those businesses within the Evansville Promise Zone, which includes the Downtown, Haynie’s Corner, and Jacobsville districts as well as many other businesses.

**Target Market**:

Locally owned businesses who are not part of a national chain and who were required to close or drastically reduce operation due to the mandated Stay-At-Home order issued by Governor Holcomb on March 23, 2020 are the primary target for these loans. These businesses should employ less than 25 full-time individuals. Business should be able to demonstrate a need for capital infusion to restart normal operations and an ability to repay the loan within five years of loan closing.

**Availability:**

A total of $100,000 will be made available to prospective borrowers. These funds shall be made available starting on May 1 through October 31, 2020. After November 1, businesses needing to restart business operations may apply to the City’s existing Community Revitalization Loan Fund or Economic Development Administration Revolving Loan Fund. Businesses may apply to these existing funds for assistance to start a new operation or expand an existing business at any time during the year.

Applicants must acquire and submit the application through the Indiana Small Business Development Center (ISBDC) Southwest Regional Office located at Innovation Pointe at 318 Main Street, Evansville. ISBDC will assist the applicant with completing the forms and may provide additional technical assistance if needed.

**SECTION TWO: LOAN PROGRAM SPECIFICS**

**Loan Amount:** $5,000

**Interest Rates:** All loans will be made at zero percent (0%) interest

**Loan Terms:** Maximum length of loan is 60 months. No penalty for early payoff.

**Monthly Payment:**  Based on loan principal divided by number of payments. For the first 3 months, payments will be suspended. The borrower shall be invoiced by DMD on a monthly basis. (Example: a loan for the full $5,000 for a term of 60 months would be $0/month for first 3 months and then $87.72/month for 57 months)

**Entity Operations:** Business must have been in active operations as of January 1, 2020

**Business Size:** Business shall not employ more than 25 individuals and not be part of a national chain

**Match Requirement:** No match requirement

**Collateral:** There are no collateral requirements; however, the City will request a Personal Guarantee from all principals owning more than 20% of the business

**Multiple Loans**: The requirement of only one revolving loan per borrower being active at any-time with the City of Evansville will be waived in this situation only. However, applicants must be in good standing with any existing loan obligations to the City.

**Calling a Loan:** Loans may not be transferred or assumed by a third party. Should a business cease operations under the original owner, the loan shall be called. Likewise, relocating the business outside of the City of Evansville will result in the loan being called and immediately payable in full.

**Receipt of Funds**: The Department of Metropolitan Development will review all applications for completeness and ability to repay the loan proceeds. No funds shall be released to the borrower until after processing by the City of Evansville’s Controller and Legal Departments and recording of the Loan Agreement, Promissory Note and Personal Guarantee(s) with the Vanderburgh County Recorder’s Office. Incomplete loan applications or failure to submit all needed documentation can delay loan approval and receipt of funds.

**Vendor Registration:** The City of Evansville may only process payment to individuals and entities registered with the City as a vendor. Vendor registration is accessible online and requires a W-9 to be uploaded into the system. Borrower will be notified by DMD when they should complete the vendor registration at <https://selfservice.evansville.in.gov/MSS/Vendors/Default.aspx>

**SECTION THREE: LOAN DOCUMENTATION CHECKLIST**

Please be sure all of the following documentation listed is included within your business loan application for timely consideration and processing:

* 1. Business Loan Application with summary of need and use of funds
  2. Legal and Organizational Papers
     + Articles of Incorporation
     + Partnership Agreement
     + Secretary of State Certificate of Organization
     + IRS Letter for EIN
     + List of real estate owned by borrowers, verify property taxes are paid, delinquent tax obligations prohibit loan approval, tax records are available at [www.vanderburghassessor.org/GeneralSearch.aspx](http://www.vanderburghassessor.org/GeneralSearch.aspx)
  3. Financial Need and Commitment
     + Bank Statements for past 6 months
     + Projected Operational Budget for next 3 months
  4. Business Financials
     + Financial Statements / Profit and Loss, Balance Sheet for past year
     + Business Federal Tax Returns for past year

**SECTION FOUR: THE APPLICATION**

**COMMUNITY REVITALIZATION LOAN APPLICATION FORM**

**DEPARTMENT OF METROPOLITAN DEVELOPMENT**

**CITY OF EVANSVILLE INDIANA**

Date:

Business Name

Address

Telephone Tax I.D.

Contact Name

Title within Organization

Email

Telephone

Proprietorship Partnership Sub-Chapter S

Non-Profit Individual LLC

**Ownership Distribution:** List stockholders, partners, owner names. Those with more than 20% ownership will need to sign a Personal Guarantee. Note: Attach separate sheet If additional space needed.

Name Title

Address:

#of Years % SS# Date of Birth

Name Title

Address:

#of Years % SS# Date of Birth

Name Title

Address:

#of Years % SS# Date of Birth

Nature of Business NAICS Code:

Year Established Number of Employees

Years at Present Location [ ] Own [ ] Lease

**FINANCIAL INFORMATION**

**Bank(s) of Record**

Primary BankAccount Number

Bank #2Account Number

**Credit Relationships:** Please provide details of your business’s credit relationships below:

Name of Creditor: Purpose of Loan

Original Amount of Loan Current Principal Balance

Frequency of Payment Amount Maturity Date

Name of Creditor: Purpose of Loan

Original Amount of Loan Current Principal Balance

Frequency of Payment Amount Maturity Date

Name of Creditor: Purpose of Loan

Original Amount of Loan Current Principal Balance

Frequency of Payment Amount Maturity Date

**Business Resources:**

Accountant Telephone

Insurance Agent Telephone

Attorney Telephone

**LOAN REQUEST**

**Amount of Loan Requested**  Term of Loan

Loan is for Working Capital, please provide main use:

**BUSINESS BACKGROUND INFORMATION**

Please provide a brief history of your business, future plans and describing your products and/or services.

**PERSONAL BUSINESS EXPERIENCE**

If you have been in your present business for less than five years, please describe your previous business experience. (Include business background, management experience, and training, or include a resume.)

**MISCELLANEOUS INFORMATION**

Are tax liabilities current? [ ] Yes [ ] No Settled through (date)

Is the business an endorser, guarantor, or co-maker for any obligation not listed in the Financial Statements?

[ ] Yes [ ] No If yes, what is the contingent liability?

Has the business or principal owner ever declared bankruptcy? [ ] Yes [ ] No

If yes, provide details on a separate sheet.

Is the business a defendant in any lawsuit? [ ] Yes [ ] No If yes, provide details on a separate sheet.

Are any of the business assets encumbered by liens or attachments of any type? [ ] Yes [ ] No

What By whom Amount $

What By whom Amount $

What By whom Amount $

What By whom Amount $

Does the business have a pension fund? [ ] Yes [ ] No

Profit-sharing plan? [ ] Yes [ ] No

If yes, does the plan have any unfunded pension liabilities? [ ] Yes [ ] No Amount $

**CERTIFICATION**

The undersigned certifies that, to the best of his or her knowledge and belief, all information contained in this loan application and in the accompanying statements and documents is true, complete, and correct. The undersigned agrees to notify the Bank/DMD immediately of any material changes in this information. It is further agreed that, whether or not the loan herein applied for is approved, the undersigned will pay or reimburse the Bank/DMD for the costs, if any, of surveys, title or mortgage examinations, appraisals, etc., performed by non-Bank/DMD personnel with the consent of the applicant. The undersigned authorizes the Bank/DMD to contact any bank and trade creditors it deems necessary without further notice, including, but not limited to, Dunn & Bradstreet reports or information from TRW Credit Data.

Business Name (print):

Applicant Signature: Date:

Applicant Title:

Guarantor(s) Signature: Date:

Guarantor(s) Signature: Date:

**ADDITIONAL INFORMATION**

Please provide an explanation of the impact on your business during COVID-19 and how you will utilize the REPP to restart your business.